

Allegany College of Maryland  
Release of Information

FERPA (Family Educational Rights Privacy Act) does not allow a College or its employees to release certain information to third parties – including parents – without *either* written permission from the student *or* a recognized exception to the [federal] law such as an emergency.

**I give Allegany College of Maryland permission to release the information indicated below. I understand that the College may decline to release requested information if such release is deemed contrary to the interests of the College, its employees, or other students. This release applies only to MY records.**

**Student** \_\_\_\_\_ **ID#** \_\_\_\_\_

Person(s) to whom Information may be released: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Today's Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

This release expires in **one day** OR **one month** OR **one semester** OR **one year** (Circle *one* option!)

**RECORDS TO BE RELEASED:**

Any information possessed by Allegany College of Maryland.

**OR** (check only the information you want released):

- Disciplinary Records
- Housing records
- Admissions/Registration Records
- Grades
- Other academic information (eg., class performance, attendance, etc.)
- Financial Aid
- Work-Study/employment
- Other financial records (eg., tuition, fees, balances, fines, etc.)
- Other (specify): \_\_\_\_\_

*I understand that I have the right not to sign this Release and that my records will remain completely confidential in accord with the Family Education Rights and Privacy Act. No one unduly pressured or forced me to sign this Release.*

*\*To be valid, this document must be signed either in the presence of a College official or a licensed notary.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
College Official **OR** Notary Signature

# F. E. R. P. A.

FERPA stands for the Family Educational Rights & Privacy Act; it is federal law enforced by the Department of Education which requires institutions of higher learning to do certain things and forbids other things. Non-compliance with FERPA jeopardizes a college's financial aid funding and exposes the institution and the individual to liability if the student whose rights are violated sues. Allegany College of Maryland has a FERPA policy (see the Student Handbook); we fully comply with federal law. *Generally, a student must sign a release\* before information can be shared – even with a parent.*

**Exception:** information *may* be shared among College officials.

**Exception:** information *may* be released in an emergency.

**Exception:** information *may* be released to law enforcement.

**Exception:** information *may* be released to a parent who claims the student on his/her income taxes.

**Exception:** directory information may be shared with any person

Note that this release is *permitted but not required*; there are often good reasons for not releasing information such as the student's safety, a pending investigation, the inclusion of other students' information, and developmental goals for the student (eg., independence, responsibility). Read the entire policy and definitions for more information. Director information includes student name, address, whether the student is or is not registered, full time/part time status, and field of study.

\*A standard release form may be obtained in the Office of Student & Legal Affairs.

It is the student's decision whether to sign the release, and it must be signed in front of a College official or a notary. Students have the right to see their records.

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